

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE SERVICES BUREAU
JAIL MENTAL HEALTH SERVICES**

**VACANCY ANNOUNCEMENT
INTERMEDIATE TYPIST CLERK**

Jail Mental Health Services (JMHS) is seeking highly motivated and well-organized individuals to fill full-time positions of Intermediate Typist Clerk, for various programs of JMHS. The positions are located at the Twin Towers Correctional Facility and the Men's Central Jail within walking distance of Union Station.

RESPONSIBILITIES:

- Data Entry in IS/IBHIS System
- Data Entry in various Sheriff's data bases
- Answer telephone calls, take messages for staff and route calls appropriately
- Review documents for accuracy
- Maintain and organize data base
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Strong knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong interpersonal skills

Interested applicants holding the title of Intermediate Typist Clerk should submit their resume, last two (2) Performance Evaluations and last two (2) years of master timecard records no later than November 7, 2014 to:

**Elvia Trujillo
Jail Mental Health Services
441 Bauchet Street, Suite 1017
Los Angeles, CA 90012**

Phone: (213) 974-9083 FAX: (213) 687-8044)

Email: bdwillia@lasd.org / bwilliams@dmh.lacounty.gov